

CONFIDENTIAL

29 January 1954

MEMORANDUM FOR THE RECORD

SUBJECT: Instructions for [] Mail

50X1

1. This supersedes the memorandum on this subject of 2 December 1953.

2. [] mail should now be prepared as follows:

50X1

a. Prepare an inner envelope. Stamp classification and type addressee's name on inner envelope. Cover with a sheet of white paper to ensure that classification will not show through outer envelope.

b. Prepare an outer envelope as follows:

50X1



Via Registered Mail

3. Return address on outer envelope, in all cases, will be:

50X1

Mr. E. M. Ashcraft



4. Seal material in envelopes (with document receipt made out from OIC) ~~and transmit with back slip to Chief, (250 South), directing him to forward the material to~~ [] via registered mail. *Send pink mail slip to Mail Room.*

50X1

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CLAUDE E. HAWLEY
Coordinator
External Research/OIC

OIC:CEH:pjg (28 Jan'54)

Distribution: 1 to each employee

1 - []
1 - Mr. Hawley

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